

Report of Sale–Used Vehicles

3.000 Report of Sale–Used Vehicle (REG 51)

California licensed dealers must report the retail sale of **all** used vehicles on the Report of Sale–Used Vehicle (REG 51). The REG 51 **is not** used to report wholesale sales.

The REG 51 forms are issued exclusively by mail from the department’s Occupational Licensing Unit in Sacramento Headquarters. Mail requests to:

Department of Motor Vehicles
Occupational Licensing Unit MS N224
PO Box 932342
Sacramento, CA 94232-3420

NOTE: Dealers and lessor-retailers have 30 days from the date of sale on the Report of Sale–Used Vehicle (REG 51) to submit the application and required fees without penalty and/or Administrative Service Fees (ASF). This includes nonresident vehicles and vehicles on which the registration expires while in the dealer inventory. It **does not** include vehicles taken into dealer inventory with expired registration.

3.005 Collection of California Sales Tax

California licensed dealers **must** collect the sales tax due on vehicles sold by the dealership. Contact the California State Board of Equalization at 1-800-400-7115 for information.

Refer to the “City and County Fees” appendix, Appendix 1A, for sales tax rates.

3.010 Dealers Licensed as Dismantlers

The two businesses **must** be completely separate from each other. A Report of Sale–Used Vehicle (REG 51) is **required** for dealer inventory sales.

3.015 Completing the Report of Sale–Used Vehicle (REG 51)

Complete the Report of Sale–Used Vehicle (REG 51) and submit it with the registration documents and fees required for the transaction. The vehicle description and purchaser information must be clearly and accurately shown on all parts of the REG 51 report of sale. Both the temporary identification and the notice to the department must properly describe the vehicle.

The information on the REG 51 may be typewritten, computer-generated, or hand-printed. If handprinted, the department prefers that only block upper case letters are used **except** for the following letters which should be handwritten in script or cursive to avoid confusion/error.

O Q J R S Y Z

Check List—Use the following information when completing the REG 51.

Section	Information Required
Date Sold	Enter the date the buyer paid the purchase price, signed a purchase contract or security agreement, and took possession or delivery of the vehicle. (VC §5901[d])
Make	Show the make of the vehicle, not the model.
Year Model	Show the year model shown on the titling document. If the titling document does not show a year model, leave this blank.
Body Type	Enter the body type.
Motive Power	Show the motive power for all vehicles. The fuel types are: Gasoline Diesel Electric Methanol Natural Gas Trailer Propane Hybrid
Number of Axles	Enter the number of axles shown on the title for a commercial motor vehicle or trailer only.
Unladen (empty) Weight	Enter the unladen weight shown on the title for a commercial motor vehicle or trailer only.
Vehicle Identification Number (VIN)	Enter the complete VIN shown on the title.
M/C Engine Number	Show the complete engine number and ccs shown on the title.
Last Registered in State of	Enter the state, province, territory, or country where the vehicle was last registered.
Year Registered	Show the year the vehicle was last registered.
License Number	Enter the license plate number for the last registration.

Section	Information Required
County of Residence	Show the buyer's county of residence. This may differ from the county of the mailing address.
Sold To	<p>Print the true full name of each buyer as shown on the buyer's driver license or ID card and check the "AND" or "OR" box if there is more than one buyer/owner. Refer to Section 1.020 for Registration to Co-Owners information.</p> <p>Leased Vehicles—Print the name of the lessor followed by the abbreviation "LSR" and the name(s) of the lessee followed by the abbreviation "LSE." Do not join the names with "and" or "or." Refer to Section 1.025 for Registration of Leased Vehicles information.</p> <p>Example: Jay Street Leasing, LSR John Doe, LSE</p>
Driver License/ID Card No.	<p>Enter the driver license or ID card number (DL/ID#) for each buyer or lessee (if an individual).</p> <p>If a California DL/ID has not been issued, enter the person's out-of-state DL/ID# and write the state of issuance in the upper right corner of the REG 51.</p> <p>NOTE: A DL/ID# is not required for vehicles registered to an entity other than an individual, such as a company.</p>
Buyer's Address	<p>Enter the buyer's residence or business address and mailing address (if different). Include an apartment or space number if it is part of the address.</p> <p>When a post office box is the residence or business address, but is not the mailing address, then both addresses must be shown. The post office delivers mail to the second address.</p> <p>NOTE: Mailing Address Only on Registration Documents—The buyer/registered owner may request that the registration and title documents issued by the department show only his/her mailing address. Refer to Section 1.040 for the requirements.</p>
Dealer Name and Address	Enter the dealer name and address. An authorized representative must countersign for the dealership.
Dealer and Salesperson Numbers	Enter the dealer's license number and the salesperson's number.

Section	Information Required
Signature(s) of Purchaser	The buyer's usual signature or the buyer's signature signed by the attorney-in-fact shown on a power of attorney must appear. Refer to Section 5.030 for power of attorney information. NOTE: Only one co-owner signature is required on the REG 51. Leased Vehicles —The lessor is the registered owner and must endorse/sign the REG 51. The lessee's signature is optional.
Odometer Reading	Show the actual odometer mileage reading.

3.020 Corrections on the Report of Sale–Used Vehicle (REG 51)

Corrections are acceptable on any part of the Report of Sale–Used Vehicle (REG 51) **except** the odometer disclosure section. The dealer or the dealer's authorized representative who signed the dealer certification must "OK" and initial the correction.

Odometer Disclosure Errors—When the error is in the odometer disclosure section, a Vehicle/Vessel Transfer and Reassignment Form (REG 262) **must** be used for the odometer disclosure and a Statement of Facts (REG 256) explaining the reason for the separate disclosure form must be submitted with the application. Refer to Chapter 23 for odometer disclosure information.

3.025 Distribution of the Report of Sale–Used Vehicle (REG 51) (VC §§4456 and 5901)

Distribute the Report of Sale–Used Vehicle (REG 51) as follows:

Application Copy (upper portion of the original)—Within 30 days of the date of sale, submit the application copy to the department with the fees and documents required to transfer the vehicle.

EXCEPTIONS: Deliver the application copy and all transfer documents to the buyer instead of the department for the following:

- Buyer demands Certificate of Title (See Section 3.065).
- Public agency sales (See Section 3.085).
- Sales to Consul Corps employees (See Section 3.070).
- Mail order sales (See Section 3.080).
- Sales to another dealer.

Dealer's Notice (bottom portion of the original)—Mail the dealer's notice to the DMV address shown on the REG 51 not later than the fifth calendar day following the sale date, not counting the actual date of the sale. This releases the dealer from civil liability arising from operation of the vehicle. The dealer's notice **cannot** be submitted to a field office.

3.025 Distribution of the Report of Sale–Used Vehicle (REG 51), continued**Purchaser’s Temporary Identification Copy** (bottom portion of the duplicate)—

For customer privacy, fold the purchaser’s copy so that only the upper portion with the report of sale number, vehicle make, and vehicle identification number show **and** place it in the lower rear window. If the information will be obscured, place it in the lower right corner of either the windshield or a side window. For trailers, display in the same manner in the towing vehicle. This authorizes operation of the vehicle until the buyer receives the license plates and registration card.

EXCEPTION: Do not attach the purchaser’s copy to the vehicle on:

- Vehicles to be altered before registration. (Section 3.060)
- Vehicles to be registered in another state. (Section 3.055)
- Vehicles to be used exclusively on private property. (Section 3.045)
- Vehicles sold for export to another country. (Section 3.050)
- Title only sales. (Section 3.095)
- Most sales to apportioned operators. (Section 3.090)
- Sales to another dealer.

Dealer’s Book Copy (upper part of the duplicate)—Retain the dealer’s copy for four years (this corresponds to the department’s retention period). The books are the property of the department and may be inspected at any time. (VC §§4456, 5901, and 11714[e])

3.030 “In Lieu” Report of Sale–Used Vehicle

When a completed Report of Sale–Used Vehicle (REG 51) is lost before being submitted to the department, submit the following with the other application requirements:

- A new REG 51 which indicates “In lieu of R/S #_____.”
- The purchaser’s operating copy of the in lieu REG 51.
- A Statement of Facts (REG 256) explaining the reason for the second REG 51.

3.035 Used Vehicle Unwind

When a completed Report of Sale–Used Vehicle (REG 51) must be voided because the sale **was not** consummated and the buyer **never** took delivery (commonly referred to as an “unwind”), the procedure is:

- Mark all parts of the REG 51 “Void.”
- Complete a Statement of Facts (REG 256) stating the circumstances of the error **and** that the vehicle did not leave your possession and was not operated on the operating copy of the REG 51.
- Retain all copies of the voided REG 51 and the REG 256 with the book copy at the dealer’s primary business location so it is available in the event of an audit.

3.040 Used Vehicle Rollback

The Report of Sale–Used Vehicle (REG 51) **cannot** be voided if the buyer returns the vehicle after it has been operated so as to cause fees to become due, even if it is returned before the registration or transfer application is completed.

All fees are due **within 30 days** of the date of sale shown on the REG 51 to avoid any late penalty or ASF. The fees due may be posted in the dealer's name or the first buyer's name.

When the rollback vehicle is subsequently sold to a second buyer or registered in the dealer's name, the requirements are:

- The California Certificate of Title endorsed by the first **and** second buyers.
- A Statement to Record Ownership (REG 101) completed in the second owner's name showing the name of the legal owner/lienholder, if appropriate.

NOTE: Electronic Lien and Title (ELT) Program lienholders are assigned specific name and address abbreviations which **must** be entered on the application **exactly as shown in the latest ELT listing** issued by the department. New listings are issued quarterly in a Vehicle Industry News (VIN) Memo.

- A Lien Satisfied (REG 166) from the lienholder, if any, for the first buyer.

EXCEPTION: A lien satisfied **is not** required if financing was **not** approved for the first sale **or** the lienholder for the second buyer is the same as the first buyer.

NOTE: Dealers can complete a Statement of Facts (REG 256) or a Statement of Error/Erasure (REG 101) for legal owner information entered on the REG 397 in error.

- A Statement of Facts (REG 256) completed which contains all of the following:
 - The name of the buyer who returned the vehicle **and** the date returned.
 - The reason the vehicle was returned (for example, credit unavailable).
 - If the vehicle was voluntarily returned by the buyer.
 - How the vehicle was sold (under conditional contract, chattel mortgage, etc.).
 - If a trade-in was returned to the buyer.
 - If a down payment was returned **and** whether it was a cash down payment or cash in addition to a trade-in.
- A bill of sale from the first buyer to the dealer.
- Two Reports of Sale–Used Vehicle (REG 51), one made out to the first buyer **and** another made out to the second buyer.
- Odometer mileage disclosure for each buyer.
- A smog certification. A smog certification issued to a dealer is valid for two years **or** until the vehicle is sold and registered to a retail buyer, whichever occurs first.
- Two transfer fees and any other fees due.

3.045 Used Vehicle Sold for Use on Private Property

When a used vehicle is sold for use on private property:

- Complete the Report of Sale–Used Vehicle (REG 51) as usual.
- Mark all copies of the REG 51 “for exclusive use on private property.”
- Complete a Statement of Facts (REG 256) explaining how the vehicle was moved.
- **Do not** affix the buyers copy of the REG 51 to the vehicle. The buyer must arrange for transport or move the vehicle on a One Trip Permit **unless** the sale is completed **after** delivery of the vehicle in which case the vehicle can be delivered using dealer plates.
- Send the REG 256 and all copies of the REG 51 **except** the book copy to:
Department of Motor Vehicles
Incoming Mail MS A235
PO Box 944292
Sacramento, CA 94244-2920
- **Remove** the license plates prior to releasing the vehicle to the buyer and return the plates to the department. The department issues a Temporary Operating Permit (REG 19) in such cases.

3.050 Used Vehicle Sold for Export to Another Country

The department requires owners to sign and present a Certificate of Exportation (REG 32) *in person* at a DMV office when the owner is exporting a vehicle to another country by ship or air. The owner **must** have clear title to the vehicle to be exported.

When a buyer indicates he/she is purchasing a used vehicle to export to another country:

- Complete the Report of Sale–Used Vehicle (REG 51) as usual.
- Mark all copies of the REG 51 “for export to another country.”
- Complete a Statement of Facts (REG 256) explaining how the vehicle was moved.
- **Do not** affix the buyers copy of the REG 51 to the vehicle. The buyer must arrange for transport or move the vehicle on a One Trip Permit **unless** the sale is completed **after** delivery of the vehicle in which case the vehicle can be delivered using dealer plates.
- Send the REG 256 and all copies of the REG 51 **except** the book copy to:
Department of Motor Vehicles
Incoming Mail MS A235
PO Box 944292
Sacramento, CA 94244-2920

3.050 Used Vehicle Sold for Export to Another Country, continued

- **Remove** the license plates prior to releasing the vehicle to the buyer and return the plates to the department. The department issues a Temporary Operating Permit (REG 19) in such cases.

NOTE: If these procedures are **not** followed, the sale is considered a retail sale and all taxes, registration fees, smog, and safety certifications are required.

- Advise the buyer to contact the DMV before transporting the vehicle to another country by ship or air.

NOTE: Vehicles exported on military transports are exempt from this process. However, military personnel exporting vehicles via a regular carrier must submit a REG 32 and comply with export requirements.

3.055 Used Vehicle Sold for Registration in Another State

When a used vehicle is sold for registration in another state:

- Complete the Report of Sale–Used Vehicle (REG 51) **and** mark it “for registration in another state.”
- Complete a Statement of Facts (REG 256) explaining how the vehicle was moved.

NOTE: The buyer must transport the vehicle **or** move it on a One Trip Permit (REG 402) **unless** registration in the buyer’s home state is obtained prior to movement of the vehicle. Dealer plates **cannot** be used to move the vehicle.

- Send the REG 256 and **all** copies of the REG 51 **except** the book copy to:
Department of Motor Vehicles
Incoming Mail MS A235
PO Box 944292
Sacramento, CA 94244-2920

3.060 Used Vehicle to be Altered

When a used vehicle will be altered before the transfer application is processed, the dealer may be relieved of responsibility by processing the transaction as a “Customer Demands Certificate of Title” sale. Refer to Section 3.065.

NOTE: The customer copy of the Report of Sale–Used Vehicle (REG 51) may be displayed in a vehicle that will be registered within 30 days of the sale date, but the dealer then assumes responsibility for completing the application.

3.065 Buyer Demands the Certificate of Title

When a buyer demands title for a vehicle purchased free of any liens:

- Complete the Report of Sale–Used Vehicle (REG 51) as usual.
- Enter the report of sale number on the back of the title.
- Give the buyer the title, any supporting documents, and a smog certification, if required.
- Have the buyer complete a Statement of Facts (REG 256) stating the reason for demanding the title and confirming receipt of the title and transfer documents.

Example of wording for demanding title: “I demanded and received the Certificate of Title for the vehicle because (the vehicle will be altered before being registered **or** I want to do the transfer myself).”

- Distribute the copies of the REG 51 as follows:

<i>If the vehicle is...</i>	<i>then...</i>
currently registered	<ul style="list-style-type: none"> • display the customer’s operating copy of the REG 51 in the vehicle as usual. • mail the application copy of the REG 51 with the buyer’s REG 256 to DMV at the address shown on the REG 51.
not currently registered	<ul style="list-style-type: none"> • do not display the customer’s operating copy on the vehicle. It must be transported or moved on a One Trip Permit (REG 402). • write “moved on trip permit # _____” or “delivered on dealer plates” on the operating copy of the REG 51 • mail the application copy and the operating copy with the buyer’s REG 256 to DMV at the address shown on the REG 51. <p>NOTE: Dealers may use dealer plates to deliver the vehicle if the sale is consummated after delivery of the vehicle.</p>

3.070 Sales to Consul Corps

Process a Consul Corps sale as a “Buyer Demands Certificate of Title” sale **and** instruct the buyer to submit the application directly to the U.S. Department of State. Refer to Section 2.100 for the address and detailed Consul Corps procedures.

3.075 Sales to Honorary Consuls

Sales to an Honorary Consul are reported in the same manner as other vehicle sales. Honorary Consuls may apply for issuance of special Honorary Consul plates by the department. Refer to Section 14.055 for Honorary Consul plate requirements.

3.080 Mail Order Sales

The “application copy” of the Report of Sale–Used Vehicle (REG 51) may be mailed to a mail order buyer provided the buyer does **not** accept delivery of the vehicle at the mail order firm’s place of business. Advise the buyer to register the vehicle within 10 days of receipt of the report of sale.

3.085 Public Agency Sales

After the dealer’s notice copy of the Report of Sale–Used Vehicle (REG 51) is mailed to the department:

- Display the buyer’s operating copy of the REG 51 in the vehicle as usual.
- Give the application copy of the REG 51 and any supporting documents to the public agency or its representative.

3.090 Reporting Sales of Vehicles to Apportioned Operators (VC §§5600 and 5601)

Sales of new or used commercial vehicles to apportioned operators (who must declare the vehicle(s) on apportioned applications) are processed as “title only” applications.

3.095 Title Only (Without Registration) for a Used Vehicle (VC §4452)

A Certificate of Title only (without registration) may be obtained for a vehicle not currently registered when:

- the vehicle record reflects planned non-operational (PNO) status **and**
- the vehicle has **not** been operated or moved in a manner that would cause fees to become due.

The requirements for issuance of the title (“transfer only”) are:

- The properly endorsed and completed Certificate of Title.
- A Transfer Only Statement (REG 256) signed by the buyer.
- A Certificate of Planned Non-Operation (REG 102) completed by the buyer.
- Odometer mileage disclosure, if appropriate.
- The original **and** operating copies of the Report of Sale–Used Vehicle (REG 51). The REG 51 must show how the vehicle was moved from the dealership. Print the One Trip Permit (REG 402) number used to move the vehicle **or** “Delivered on Dealer Plates” on the REG 51.
- The transfer fee.

Reference: Section 6.060